

SECTION 210 MERIT PROMOTION PLAN (MPP)

1. Purpose. To establish merit promotion policies and procedures for promotion and internal placement in accordance with OPM, DOD, and DON requirements.

2. Scope. This plan covers graded and ungraded positions in the competitive and excepted services (except for Senior Executive Service and GS-16 and above positions), and will be followed in filling such positions at commands serviced by HRO, NAVFORJAPAN Yokosuka.

3. Definitions

a. Area of Consideration (AOC), a geographic and/or organizational area in which it is expected sufficient high quality candidates may be located.

b. Best Qualified Candidates. Those eligible candidates who rank at the top when compared with other candidates and who are referred to the selecting official on a merit staffing certificate (normally only best qualified candidates are refereed; however, this group may, under certain conditions, include both best qualified and qualified candidates or only qualified candidates).

c. Certificate. An alphabetical listing of candidates when certified through internal placement procedures and by order of score when certified from an OPM register. Often called a referral, this list will be used by selecting officials in making selections.

d. Change to Lower Grade. The change of an employee to a position in a lower grade when both the old and new positions are under the general schedule or same wage schedule; or to a position with a lower rate of pay or representative rate when the old and the new positions are under different pay systems.

e. Crediting Plan. A set of rating guides of assessing candidates' qualifications for a vacancy and the degree to which they possess the knowledge, skills, and abilities (KSAs) needed for successful performance in the job to be filled. For each qualified/eligible candidate, the end product of the evaluation is a rating indicative of their demonstrated and/or potential ability to do the job.

g. Known Promotional Potential. Positions with known promotion potential are those from which career promotions can be made. These include: (1) positions filled at a grade (or grades) below the established or anticipated grade level; (2) career ladder positions; (3) apprentice and trainee positions; and (4) understudy positions.

h. Noncompetitive Eligible. A candidate who may be considered for a position without having to go through the competitive merit promotion process, e.g., reassignment or change to lower grade eligibles, Veteran's Readjustment Appointment, persons with disabilities, volunteer eligibles, etc.

i. Promotion. The change of an employee to a position at a higher grade within the same job classification system and pay schedule; or to a position with a higher rate of pay or representative rate when the old and the new positions are under a different job classification system and pay schedule.

j. Qualified/Eligible Candidates. Those applicants who meet the minimum qualification standard for the position, including any appropriate selective factors, and all legal and regulatory requirements.

k. Quality Ranking Factors. KSAs which provides a candidate with a significant quality advantage over other candidates. It is desirable but not absolutely essential to satisfactory performance.

l. Ranking. The evaluation process used to identify the best qualified candidates to be referred for selection.

m. Rating. The process of determining whether a candidate meets minimum qualification and eligibility requirements for a particular position using appropriate qualification standards.

n. Register. A list of all eligible candidates who have applied in response to a specific open announcement arranged in order of total score (high to low) obtained through formal evaluation process.

o. Selecting Official. The activity designated representative who has authority to make final selection. The selecting official's options include accepting an advisory panel's recommendation, selecting another candidate referred for consideration, or canceling the vacancy.

p. Selective Placement Factors. These are knowledge, skills, or abilities that are essential for satisfactory performance on the job and become a part of the minimum qualification requirements for a position. Selective factors should be documented in the position description. The following are examples of appropriate selective factors for determining basic eligibility when the factors are essential for successful job performance.

(1) Ability to speak, read, and/or write a language other than English.

(2) Knowledge and ability pertaining to a certain program or mission, when these cannot be readily acquired after placement.

4. Policy

a. Positions will be filled with the best qualified candidates available. The identification, qualification, evaluation, and selection shall be made on the basis of merit and without regard to political, religious, labor organization affiliation or nonaffiliation, marital status, race, color, sex, national origin, nondisqualifying physical disability, or age, and shall not be based on any criteria not job related including favoritism, personal relationship (nepotism), or patronage.

b. Management reserves the right to fill a position by methods other than merit staffing processes. Other methods which may be used concurrently or to the exclusion of the merit staffing process are outlined in paragraph 7. For placement under special authorities such as Veteran's Readjustment Appointment (VRA), persons with disabilities, DOD Dependent Hire Authority, Overseas Limited Appointments, or temporary appointments under 5 CFR 316. Applicant Supply File (ASF) procedures contained in 5 CFR 333 will be used separately from the requirements of this instruction when considering candidates outside the current permanent workforce (except reinstatement eligibles).

c. Vacancies may be postponed, canceled, increased, or filled on a temporary basis in order to meet an activity's staffing needs, provided merit requirements are met.

d. All actions are subject to the mandatory provisions of the DOD Program for Stability of Civilian Employment.

e. Certain positions for which DOD and DON have established career programs will be filled in accordance with the procedures and requirements specified in the applicable career program instructions.

5. Responsibilities

a. Each activity head has the overall responsibility to establish and operate a sound merit staffing program within the organization under their jurisdiction in accordance with OPM, DOD, and DON policy. The activity head or representative(s) will designate employees or positions authorized to serve as selecting officials, approve formal recruitment, requests, and provide subject-matter experts to assist in the job analysis and examination process.

b. Managers and supervisors will comply with the provisions of this plan in considering and selecting or in recommending the selection of candidates; promptly inform HRO Yokosuka of anticipated staffing needs; and assist, as required, in the identification, recruitment, and evaluation of candidates.

c. Evaluation and selection advisory panel members will comply with the provisions of this plan.

d. HRO Yokosuka will provide advice and staff support to managers and supervisors in accomplishing their responsibilities. This will include coordinating, developing, implementing, and administering this plan; establishing and maintaining a system to identify and refer employees entitled to prior consideration; notifying selected and nonselected applicants; and maintaining all required documents.

e. Employees will keep informed of the provisions of the MPP and promotional opportunities; file an updated Application for Federal Employment, or acceptable substitute, a copy of their current annual performance appraisal, and any required supplemental forms when applying for consideration either under the merit promotion process or as a noncompetitive eligible; and arrange for submission of their applications and supplements by their supervisor or fellow employee when absent because of extended leave, TAD, attendance at training courses, etc.

6. Coverage. Activities are required to use competitive procedures for all promotions (unless made under one of the exceptions or exclusions in paragraph 7) and for the following actions:

a. Selection for positions with known higher promotion potential.

b. Temporary promotions of more than 120 days (prior service under all temporary promotions and details to higher graded positions during the previous 12 months count toward this limitation).

c. Selection for detail for more than 120 days to either a higher graded position or to a position with higher known promotion potential.

d. Selection for training required for promotion.

e. Reassignment or demotion to a position with more potential than the employee's current position (except as permitted by RIF regulations).

f. Transfer of an employee of another agency to a higher graded position or one with higher known promotion potential.

g. Reinstatement to a permanent or temporary position at a higher grade than the last held under a nontemporary appointment in the competitive service.

h. Selection of a person from the Reemployment Priority List (RPL) for a position at a higher grade than that from which separated.

7. Exclusions

a. The competitive process is but one means to fill a position. When fully qualified candidates for positions can be obtained through other means of recruitment, these methods may be properly used concurrently with the merit promotion process. Once initiated, the merit promotion process may be canceled at any time management elects to fill the position(s) through other recruitment source(s).

b. Activities will exclude the following placements from the competitive requirements of this plan:

(1) A promotion resulting from the upgrading of a position without a significant change in the duties and responsibilities due to the issuance of new classification standards or the correction of an initial classification error.

(2) A position change permitted by RIF regulations (this includes assignment to a position with more promotion potential).

(3) Selection from OPM registers.

(4) Reinstatements to the same or lower grade level than the last held permanent grade level in the competitive service.

(5) Reassignments, demotions, or promotion or employees (including transfers) to positions at the same grade level or with no higher promotion potential than the grade level of the current position held or a position previously held on a permanent basis in the competitive service (except when demoted for personal cause).

(6) Selection from the RPL at the same or lower grade than the position from which separated.

(7) Selections from DOD Stopper List.

(8) Selections using ASF procedures in 5 CFR 333.

c. Activities are not required to use competitive procedures for any of the following actions:

(1) The promotion of an employee whose position is classified at a higher grade level due to accretion of duties when the major duties of the employee's old position are absorbed into the new position, and the former position is canceled; the new position has no known promotion potential; and the additional duties do not adversely affect another encumbered position. A nonsupervisor cannot be promoted without competition to a supervisory position when the supervisory duties are sole basis for the upgrading.

(2) Temporary promotions of not more than 120 days.

(3) Details of not more than 120 days to higher grade positions or to positions with known promotion potential.

(4) Temporary promotion or details of an employee for more than 120 days to a grade level previously held on a permanent basis (except when the employee was demoted for personal cause).

(5) The promotion of an employee who is entitled to prior consideration (see paragraph 8b).

(6) Selection of a permanent government employee from an OPM register for a higher grade position or position with known promotion potential.

(7) Repromotion or a current Federal employee in the competitive service to a grade (or equivalent level in another pay system or intervening grade) previously held on a permanent basis in the competitive service (except when demoted for personal cause).

(8) The reinstatement of a former Federal employee to a position with known promotion potential but which is no higher than, and has the same promotion potential as, the last held permanent position.

(9) The position change of any Federal government employee from a position having known promotion potential to a position having no higher potential than the one from which changed.

(10) Promotion of an employee to a position with a representative rate which is the same or lower than that of the position currently held, which because of pay setting policies, results in only a technical promotion.

(11) Career promotions of employees when competition was held at an earlier date either through appointment from an OPM register or through merit

promotion procedures. An activity may make successive noncompetitive promotions of such an employee until the full performance level of the career series or occupation is reached.

(12) Placement in lieu of disability retirement.

8. Procedures

a. Temporary promotion (See Section 211).

b. Prior consideration. HRO Yokosuka will maintain a listing of employees entitled to prior consideration. This list will be checked against each recruitment action to ensure proper consideration is given. Except for placement of employees with statutory or regulatory rights, employees who are entitled to prior consideration for placement must be referred before action can be taken to fill a permanent position either competitively or noncompetitively. Employees referred under these provisions are entitled to bonafide consideration before other equally proper means of filling the position are initiated. There is no entitlement to selection. These employees will be considered in the following order:

(1) Activity employees under Civil Service Reform Act (CSRA) grade and pay retention, CSRA pay retention only, or under salary retention accorded prior to 14 January 1979.

(a) These employees must be referred for each position for which they are fully qualified and interested, in the pay plan from which demoted, which is at or below the saved grade level from which demoted, and above the level of the position to which currently assigned.

(b) The demotion must have been for reasons not stemming from personal cause or at the employee's request. Specifically, this entitlement is not extended to employees who accept a change to lower grade to enter developmental (e.g., trainee, understudy) positions or to those employees who accept a change to lower grade as a result of solicitation for hard-to-fill positions.

(c) Declination of a valid offer at an intervening grade will terminate the employee's entitlement to consideration at the grade level; however, the employee will continue to receive priority consideration under these provisions for higher grades up to and including that from which downgraded.

(d) Eligibility for prior consideration under this provision terminated when the entitlement to pay/grade/salary retention terminates.

(2) Employees who did not receive proper consideration for a prior promotion action due to procedural, regulatory, or program violation.

(a) These employees are entitled to prior consideration for the next appropriate vacancy or vacancies for a period not to exceed one year.

(b) Entitlement to prior consideration will be established by reconstruction of the promotion action in question to determine whether the employee was adversely affected during the merit promotion process. For example, if the employee was not in the best qualified group upon reconstruction, they were not adversely affected by the violation and no prior consideration would be granted.

(c) If a determination is made that the employee was adversely affected, that employee will be granted prior consideration once for each time proper consideration was denied.

(d) An appropriate vacancy in a similar type of position in the same activity and same pay system as the position for which the employee failed to receive proper consideration; one for which the employee would be a reasonable candidate, i.e., when compared against the job requirements, would

be ranked in the best qualified group; and one at the same grade level with no higher potential than the position for which consideration was lost.

(3) DOD registrants. Procedures, policies, and guidelines provided in DOD Manual 1400.20-1-M apply in the registration and referral of PPP registrants.

c. Methods of locating candidates

(1) When considering sources for locating candidates to fill vacancies, selection of those sources which are most likely to best meet DON's and the activity's mission objectives, which will contribute fresh ideas and new viewpoints, and which will meet Affirmative Action and Federal Equal Opportunity Recruitment Program goals and objectives will be made.

(2) Area of Consideration (AOC)

(a) General. The AOC should be broad enough to allow for a significant number of qualified applicants, but narrow enough that an excessive number of applicants will not result. In determining the AOC, managers must consider EEO goals and objectives and the likelihood of producing sufficient high-quality candidates without unreasonably restricting fair and open competition. Applicants must be from within the AOC, except spouse preference eligibles of relocating active duty military members and DOD civilian employees.

(b) AOC determination is made by the appropriate management official/selecting official. Prior to making this determination, the official may discuss appropriate area(s) of consideration with personnel from the servicing civilian personnel office. One of the following geographically descriptive areas of consideration may be used: a subdivision within the activity, activity-wide, command-wide, activities serviced by the servicing civilian personnel office, Department of the Navy activities within the commuting area, Federal agencies within the commuting area, Navy and DOD activities in the Pacific region, Navy activities worldwide; DOD activities worldwide; DOD activities within the OPM region; and all Federal agencies worldwide.

(3) Announcing vacancies. Positions covered by this plan which are filled through competitive placement will be publicized as follows:

(a) The closing date for vacancies filled from within the local area will be at least seven calendar-days from the opening date of the vacancy unless otherwise requested by management.

(b) Management identification of candidates may be used when the AOC is small enough that all candidates in the AOC may be evaluated and considered for the positions (e.g., department, division, or branch within an organization) and all potential candidates are known to the selecting official. If the latter method is used, the activity must prepare a memorandum to the employees in the AOC including the title, series, grade level, organizational location of the position, and closing date. Other internal communication devices may also be used to inform candidates (e.g., Plan of the Day, activity newspapers, etc.). A copy of the type of notification used will be forwarded to HRO Yokosuka for inclusion in the merit staffing case file. Interested personnel will be requested to submit an application form and a copy of their most recent performance appraisal, if requested, to HRO Yokosuka by the closing date.

1. Records must be maintained for positions filled under provisions for management identification of candidates in the same manner as for any other merit promotion action.

2. At a minimum, these records must include a list of all qualified candidates considered, documentation of the KSAs and evaluation criteria upon which candidates were evaluated, and a brief justification of why the selected candidate is best qualified unless a group of best qualified candidates is identified through application of the evaluation method.

(c) Those filled beyond the local area but not beyond the Japan area will be announced by vacancy announcements with a closing date of 14 calendar-days from date of issuance.

(d) Those filled by CONUS recruitment will be announced by the DON Overseas Vacancy Listing (OVL). The closing date will normally be four weeks from the date the position is first listed in the OVL unless otherwise requested by management, in which case the closing date will be no less than two weeks from the date it is first listed.

(e) Announcements/listings will contain the title, series, and grade level of the position; the position's organizational and geographical location; a brief description of duties; area of consideration; qualification requirements; evaluation factors; selective placement factors (if any); where and how to apply; closing date; and location where additional information can be obtained. The duration of the advertisement must be consistent with the area of consideration; however, in no case will a vacancy be announced for less than five working-days.

(4) Establishment of registers

(a) Registers may be utilized when similar vacancies are anticipated over a period of time and when referrals through this process will not affect the quality of candidates available for selection. The life of a register should be determined by such factors as the frequency and number of vacancies being filled. Generally, a register will not be used for more than six months.

(b) Cutoffs for acceptance and consideration of applications for registers which are open continuously will be the date the Recruitment Request (Standard Form 52) is received for action by the Operations Division, HRO Yokosuka or as otherwise stated in the vacancy announcement. Registers which are not opened continuously must allow for acceptance of new applications at least every three months and may be reopened more frequently when there are less than three highly qualified candidates available.

(c) Applications will become inactive six months from date of receipt. Applicants will be notified to update their qualifications if they wish to reactivate their application or to advise HRO Yokosuka within five days of receipt of such notification as to their intention to reactivate their application. Applications will remain inactive unless applicants request otherwise.

(5) Application Procedures

(a) Applicants are required to submit an Application for Federal Employment (SF-171), OF-612 or resume) except under management identification of candidates where an alternate application form may be used.

1. In addition to the required Application for Federal employment, each applicant will submit a copy of their most recent performance appraisal and a copy of their latest Notification of Personnel Action (SF-50) or equivalent. A separate application package, including all required documents, must be submitted for each vacancy for which application is made. The servicing civilian personnel office will retain all documents submitted in response to a vacancy announcement.

2. Each applicant is responsible for the completeness and timely submission of their application package. In all cases, applications must show the vacancy announcement number of the specific position for which the application is made and the lowest grade acceptable if the position is announced at multiple grade levels. If the lowest acceptable grade is not indicated, applicants will be considered only at their current or higher grade.

3. Applications must be received by the servicing HRO by the closing date on the announcement. Applications and supplemental forms that are postmarked after the closing date will not be accepted.

(b) Applications will be accepted from qualified applicants with handicapping conditions who are eligible for appointments under Section 213.3102(t) or (u) of Schedule A; from veterans who are 30 percent or more disabled who have been certified by the Veteran's Administration, a state Vocational Rehabilitation Office, or on a Certificate of Release or Discharge from Active Duty (DD-214); and from VRA eligibles. Applicants determined to be ineligible will be notified as soon as possible after the closing date of the vacancy listing/announcement.

(c) Noncompetitive eligibles do not have to meet merit promotion procedure requirements for area of consideration or for filing by the closing date. They will be referred separately from promotional candidates.

(d) Applications will be rejected if there is not enough information on which to make eligibility and/or qualifications determination, if the required documents are missing, not legible, or falsified, and if applications are not signed.

(e) Regardless of the area of consideration, applications will be accepted from spouses of relocating active duty military members and DOD civilian employees during the 30 days preceding through the six months following their sponsor's relocation to the activity's commuting area.

d. Qualifications. To be eligible for promotion or placement, candidates must meet all legal, regulatory, eligibility, and minimum qualification requirements, including time-in-grade and time-after-competitive appointment, as of the closing date of the announcement. Minimum qualification standards are those prescribed or approved by OPM plus any appropriate selective placement factor(s) which are considered essential for immediate satisfactory performance on the job.

e. Evaluation and referral of candidates

(1) Basic requirements

(a) Regardless of the number of candidates, evaluation procedures must:

1. Use multiple assessment measures, such as experience, education, training, awards, and annual performance ratings.

2. Include job analysis to determine pertinent KSAs.

3. Be applied uniformly.

4. Include consideration of the annual performance appraisal to the extent that it is relevant to the position being filled. Provided these requirements are met, evaluation procedures used for any given recruitment action may vary according to the number of applicants, type of position, and other considerations.

(b) Competitive candidates will be alphabetically referred in categories of "best qualified" or "qualified".

(c) Noncompetitive candidates may be referred for consideration at any time during the selection process, e.g., prior to the closing of an announcement or before competitive candidates are rated and ranked.

(d) Referral of eligibles under Applicant Supply File (ASF) procedures. Eligible candidates who are outside the current nontemporary workforce and do not have reinstatement eligibility will be referred in accordance with ASF procedures outlined in 5 CFR 333. Certificates will list only ASF candidates and may be issued concurrently or separately from other sources.

(2) Evaluation and referral procedures

(a) When there are fewer than 10 qualified promotional candidates. Candidates will be referred to the selecting official for final consideration. The selecting official will assess candidates referred in comparison to both position requirements and each other to identify best qualified for selection.

(b) When there are 10 or more qualified promotional candidates. All candidates who are minimally qualified will normally be referred to the selecting official for final consideration. The selecting official will assess candidates referred in comparison to both position requirements and each other to identify best qualified for selection. However, one of the following evaluation and referral procedures may be used if the selecting official desires to have only the best qualified candidates referred.

1. An abbreviated evaluation process where: for GS positions, a Quality Ranking Factor (QRF) which corresponds to either a knowledge, skills, and abilities or combination of KSAs identified during the job analysis process is used to identify the best qualified candidates; for Federal Wage System (FWS) positions, a Summary Factor is defined at the Fully Successful level, i.e., at the two-point level on a three-point scale. Candidates who meet either the QRF or Summary Factor criterion will be categorized as "best qualified" and referred for final consideration. If only a few or no candidates are "best qualified", "qualified" candidates may also be referred for consideration.

2. An existing crediting plan which uses either a four-point or five-point system, provided it has been certified as current by the selecting official, or a new crediting plan which will use the following three-point system: three-points - Exceeds Fully Successful level; two-points - Fully Successful level; and one-point - Minimally Successful level or ability that is of some value. The two-point level will be defined with an extrapolation of the one- and three-point levels. If a crediting plan is used, the number of "best qualified" candidates to be referred will be governed by that point on the register at which a break point naturally occurs or may otherwise be justified.

3. Any other method developed provided it meets the basic requirements of paragraph 8e(1).

(3) Development of evaluation criteria. KSAs which are used to evaluate candidates must be job related and closely tied to critical elements identified in position/job descriptions and performance standards. Therefore, selecting officials should conduct a simplified job analysis to identify pertinent KSAs as position/job descriptions or performance standards are being written (refer to Exhibit VI - VIII for sample job analysis forms). To expedite the recruitment process, job analysis documentation will be submitted with each recruitment SF-52. Contact the HRO Operations Division for assistance.

(4) Evaluators

(a) Regardless of method used, candidates may be evaluated by the selecting official, a personnel official, or any qualified management designee. Selecting officials are not prohibited from serving as the sole rater.

(b) Rating/ranking panels are not recommended or required unless imposed by special program requirements, e.g., for certain career programs. A decision to use a panel should be based on the grade level, importance and sensitivity of the position, technical resources available, cost, and number of vacancies.

f. Selection

(1) The selecting official is entitled to select any certified candidate or to non-select all candidates. Each candidate will be given full consideration based on who will best fill management's needs in terms of productivity, total objectives of the organization, affirmative action and

equal opportunity goals and, where relevant, potential for future advancement. When filling supervisory or managerial positions, consideration must be given to candidates' willingness to support the EEO program.

(2) When a qualified candidate is selected over a best qualified candidate, although not required, it is recommended that the selecting official document the reasons for such a selection. Additional selections may be made from a specific merit staffing case from which a selection has already been made for similar vacancies occurring at the same activity within 90 days from the date of original selection.

(3) Interviews are at the discretion of the selecting official, the selecting official may choose to interview none, any, or all of the referred candidates.

9. Release of employees/effective dates

a. Employees selected for a vacancy will be released as follows:

(1) Promotion (temporary or permanent) within the activity; permanent to another activity/agency; or detail within the activity to a higher grade position or to a position with known promotion potential - within two weeks from date of notification.

(2) Reassignment, demotion, or detail to same or lower grade:

(a) Within the activity - normally within two or four weeks; however, the time may be extended by mutual agreement between the selecting and releasing officials. If disputes arise, the release date will be determined by a common superior whose decision will be governed by what is in the best interest of the activity.

(b) To another activity - release within 30 days unless there is a mutual agreement between the two activities.

(3) Placements at overseas or CONUS activities - within 45 days unless there is mutual agreement between the two activities.

b. A position change cannot be made effective before the position has been classified, the employee has met legal and qualification requirements, and applicable advance-notice requirements have been met if the position change involved reduction in grade or pay. All permanent position change actions involving a pay change within the activity (except those involving advance adverse action notices) will be made effective on a Sunday, and whenever possible, on the Sunday beginning a pay period.

10. Documentation. A case file of each competitive promotion sufficient to allow reconstruction of the promotion action will be maintained (by HRO) for a period of two years or until a personnel management evaluation is made (whichever comes first). This is provided the time limit for grievances has elapsed or if one is in the process, 60 days after finalization. Cases involving discrimination complaints will be retained for two years after final disposition by the Department of the Navy. All other documentation requirements will be in compliance with CPI 335 and other applicable regulations.

11. Disclosure of Merit Staffing Information

a. Disclosure of information must be in accordance with the Privacy Act and Freedom of Information Act.

(1) First consideration shall be given to protection of the privacy of the individuals concerned.

(2) All candidates will have equal access to information on merit staffing promotion processes and procedures, types and levels or qualifications required, creditable experience, job-related evaluation criteria and their own test scores (if utilized), and ratings on job-related criteria.

(3) Care shall be taken to ensure that information that might give some candidates an unfair advantage is not released.

b. A candidate is entitled to be informed of whether or not they were found to be qualified; whether or not they were in the group from which selection was made; and who was selected. Test material, identifiable material on other candidates or any information which would be an invasion or privacy, "Internal Qualification Guides" which supplement the OPM Handbook X-118C, or activity plans which copy or reference these guides will not be released.

12. Grievance. Matters of disqualificaion are to be resolved under applicable grievance or complaint procedures (see Section 404 for further information).

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EXHIBIT VI

JOB ANALYSIS FOR

TITLE:

SERIES & GRADE:

PD NO:

ACTIVITY:

USE RESTRICTED TO DEPARTMENT OF THE NAVY HUMAN
RESOURCES OFFICE AND PERSONS ENGAGED IN
DEVELOPING CREDITING PLANS AND/OR EVALUATING
CANDIDATES FOR THIS POSITION

SIGNATURE (SUBJECT MATTER EXPERT)

SIGNATURE (SUBJECT MATTER EXPERT)

SIGNATURE (HRO)

EXHIBIT VII

Column 1 Knowledge, Skills, & Abilities	Column 2 Rank	Column 3 Essential	Column 4 Rateable	Column 5 Distinguishes superior from barely acceptable
Signature		Date		

EXHIBIT VIII

Job Title		Date
Signature		Title
COLUMN 1: Major Job Functions (Step 1)	COLUMN 2: Required KSA's (Step 2)	
1		
2		
3		
4		
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